



# Park Event Application TEMPORARY STRUCTURE PERMIT



**Will temporary structures be set up at the event?**  
*If Yes, please continue. If No, skip this form.*

Yes  No

Temporary structures include, but are not limited to tents larger than 10' x 10', staging, trailers, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

A site map is required if you will be setting up any temporary structures.

## Diggers Hotline, 811 or 1-800-242-8511

You may call Diggers Hotline 30 days and no less than 10 business days before your event to schedule their work. Their work must be done no more than 10 days before your event. You **MUST** meet this timeline. They will ask for an address—please also tell them specifically that this is a park and give them the name of the park. Diggers Hotline will assign you a Ticket Number.

### Inflatable Vendors

The agency from which you rent an inflatable must have its merchandise approved subject to SPS 334.

### Tents and Canopies Permit

Required for tents in excess of 400 sq. ft. An application is available online:

[https://www.cityofmadison.com/fire/documents/Tent Notification of Operation.pdf](https://www.cityofmadison.com/fire/documents/Tent%20Notification%20of%20Operation.pdf), (608) 266-4457.

Event/Name of Group: \_\_\_\_\_

### TEMPORARY STRUCTURE INFORMATION

- What type of temporary structure do you plan to have?

TEMPORARY STRUCTURE	QUANTITY	SIZE AND/OR DIMENSION
Staging		
Tent		
Trailer		
Inflatable		
Other		

- Company installing the structure(s): \_\_\_\_\_